



ERCT: Executive Risk & Contingency Team

# COVID-19 Safeguarding Response

## For

# Active Learning Trust

## Designated Safeguarding Leads

### Version Control

Version Number	Who	Date
Version 1	Stephen Chamberlain, Chief Executive	15 March 2020

This document is designed to have a measured response for all our vulnerable students within ALT schools. We want to ensure they are kept as safe as reasonably possible, whilst the schools are open and in the event of a closure.

### Aim:

- Ensure all vulnerable pupils have contact from staff whilst they are absent from the school. Each pupil/student is categorised according to their need and level of vulnerability
- Where possible, support learning so students can continue working at home with work provided as per agreed strategies.
- All vulnerable families are signposted to additional support they may need in the event of a closure.
- To ensure all planned Social Services or other meetings continue as planned where possible.

### Frequency of contact:

All vulnerable pupils/students within each school will have varying degrees of risks they have to deal with. Any pupil/student who forms part of this plan will be categorised into one of the three groups below and this will dictate the level of response required from the allocated member of staff.

Level of support	Category 1	Category 2	Category 3
Response	Daily contact with student	Twice a week	Once a week
Criteria	<ul style="list-style-type: none"> <li>• Large number of MyConcern referrals</li> <li>• Currently school refusers</li> <li>• Large number of DV notifications</li> </ul>	<ul style="list-style-type: none"> <li>• Students on part-time tables</li> <li>• Concerns around the parenting skills</li> </ul>	<ul style="list-style-type: none"> <li>• Students who have recently become a concern</li> <li>• Students who attend AP</li> </ul>

### Script for phone calls:

The phone call is just a safe and well check to establish if the student is safe and they have everything they need. Should the conversation turn to parent asking for support or advice then you should direct them to the school or ALT website where all support phone numbers are listed. If you feel during the phone call that the pupil/student is in any way at risk, you should immediately contact the head or other designated senior leader who will liaise with the MASH team for further advice. This will need to be uploaded to My Concern ASAP as it may be needed as extra information to discuss the referral.

### Logging of concerns:

Any concerns that come through the contact with students should be recorded on My Concern under a **COVID 19** tag and an email sent to your designated senior leader to ensure it is picked up in a timely manner. We will decide when we cease contacting parents, and this will be done via email to all team members.





## Safeguarding Duty Team Rotation:

Please confirm for your school and team

### Checklist of jobs that need to be completed:

Task	Who	Date	Any next steps
DSL to inform Active Learning Trust regarding our decision to close.			
AP Inclusion to inform relevant authorities about our intention to close and any actions from the plan that they need to know.			
Head/Deputy to be mindful of any students who are known to local services and inform the DSL team this action has been taken.			
A thorough check on attendance should take place on returning to school to ensure all vulnerable students have returned			
A personalised letter sent to all vulnerable students (listed above) outlining the support we will be putting in place along with useful phone numbers to use			
Weblinks put on the school website along with the use of the ALT dedicated page to ensure communication is as wide as possible (send to david.hiltonactivelearningtrust.org			
Email (out of office) alerts put on all DSL and school emails to direct them to support should they require immediate assistance			
Contact to be made with AP providers to ensure work is being set and safeguarding procedures are put in place if they remain open			
Direct dial telephone numbers to be issued to the vulnerable contact list and call diverts to be set up on phones to ensure contact is made with the relevant person			
DSL to schedule a weekly remote meeting with DSL team and either Head/Deputy to discuss any serious cases			
DSL to add a COVID 19 tag on My Concern to allow for easy tracking			